



Manager's Report

For Council Meeting 7/10/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Bronson Home Improvements	634 York Lane SE	Home Improvements
Caton-Kidney, Suzanne	7 South King St	Retail - Gifts
Cornucopia	7 South King St	Retail – Gifts
E L & M Han D Man	127 Carnaby Way NE	Handyman
Essential Fragrance Company	28-9 Ft Evans Rd NE #104	Retail - Fragrances
Freelance Graphics	174 Shirley Sq SE	Graphic Design
Liberty Home Services Inc	506 Jenifer Ct	Remodeling
Management & Consulting Services	311 Chaucer Pl NE	Management Co
MBWI Enterprises	207 Rosemeade Pl SW	Internet Sales
Meadow Glen of Leesburg	315 Dry Mill Rd SW	Assisted Living
Pro Home II	833 Vanderbilt Ter SE	Home Inspections
Zack July	7 South King St	Retail - Gifts

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Archer, Christopher	Police Officer	Police
Shaw, Bond D.	Police Officer	Police
Yoho, Gary L.	Utility Plant Operator Trainee	Water Supply

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Nichols, Brian	Communications Technician	Police
Loconti, Paul	Police Officer	Police
Russell, Andrew	Budget Analyst	Finance
Keith Kitzmiller	Assist. Superintendent	Engineering and PW
Douglas Hickman	Lieutenant	Police

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period June 15, 2001-July 1, 2001**

- Potomac Station Section 10, Final Plat and Deed, 1st Submittal, 155 Single Family Homes-Delane Parks
- Edwards Landing Section 3, Construction Drawings 1st Submittal 74 Single Family Homes-Nick Colonna
- Sycolin Road Widening Improvements, Construction Drawings, 1st Submittal, Streetscape Project-Nick Colonna
- The Hamlet at Leesburg, Final Plat and Deed, 1st Submittal 34 Single Family Homes-Nick Colonna
- The Hamlet at Leesburg, Construction Drawings, 2nd Submittal 34 Single Family Homes-Nick Colonna
- Stratford Sanitary Sewer, Easement Plat, 1st Submittal, Sanitary Sewer Alignment-Delane Parks
- Potomac Station Section 9b, 1st Submittal Boundary Line Adjustment between two Single Family Homes-Delane Parks
- Hawkins Property Preliminary/ Final Plan Construction of an 10,000 Square Foot Office Park 1st Submittal-Nick Colonna
- Loudoun Sport and Health Club Expansion, Final Plan, 34000 Square Foot Expansion 1st submittal-Delane Parks
- Hampton Inn Rough Grading Plan, 1st Submittal-Nick Colonna
- Potomac Station Battlefield Parkway, Road Extension and Streetscaping Construction drawings, 2nd Submittal-Nick Colonna
- Ordinance Amendment, Definition of Subdivision, Ongoing, -Lee Phillips

Plans reviewed or completed during the period June 15, 2001- July 1, 2001

- Kincaid Forest Section 4b-Final Plat and Deed, 108 Single Family Homes Approved, -Nick Colonna
- Kincaid Forest Construction Drawings Approved, 108, Single Family-Nick Colonna
- Stratford Ryland Sanitary Sewer Relocation, Approved-Delane Parks
- Stratford-Land Bay E Development, 300 Apartment Units, Construction Plan, Approved-Delane Parks
- Mountain Mudd Coffee Sketch Plan, Pre-planning For a Coffee Kiosk, Delane parks, -Nick Colonna
- Potomac Crossing 2E, Final Plat, 35 Townhome Units Conditional Approval-Nick Colonna
- Potomac Crossing/Battlefield Parkway, Road Improvements, 3 Submittal, Construction Plan, Conditional Approval, -Nick Colonna
- Leesburg Executive Airport, Runway Improvements, Construction Plan, Conditional Approval-Delane Parks
- Leeland Heights boundary Line Adjustment, Single Family Home, Approved-Nick Colonna
- Leesburg Plaza Office Building, Preliminary Plan, 1st Submittal, Construction of a 41000 Square Foot Office Building to include a Sit Down Restaurant and a Hair Salon, -Nick Colonna

ZONING PERMITS 01-851 TO 01-993**NEW CONSTRUCTION RESIDENTIAL****Drymill 16 SFD @ \$65,000**

Beauregard Estates 2 SFD @ \$125,000

Edwards Landing 22 SFA @ \$45,000

Potomac Station 18 SFD @ \$105,000

6 APT @ \$1,200,000

Country Club 1 SFD @ \$350,000

Stowers/Evergreen Mills 7 SFD @ \$100,000

Tavistock Farms 4 SFA @ \$55,000

Leesburg Gateway 18 Unite Condo's @ \$900,000

Woodlea Manor 3 SFD @ \$100,000

Potomac Crossing 2 SFD @ \$ 105,000

NEW CONSTRUCTION COMMERCIAL**1001 Sycolin Rd 5 Unite Executive Hanger Leesburg Executive Airport**

12 Unite T-Hanger

230 Fort Evans RD Dentist Office Fixup @ \$15,000

237 Fairview ST NW Classroom Buildings 3 & 4 Loudoun Country Day School

OCCUPANCY PERMITS**Evergreen Mills SFD 5**

Sycamore Hills SFA 5

Potomac Station SFD 11 SFA 5

Tavistock Farms SFA 1

Kincaid Forest SFD 3

Beauregard Heights SFD 1

Stratford SFD 4

Potomac Crossing SFD 2

Woodlea Manor SFD 1

308 Ayrlee Ave NW SFD

OCCUPANCY PERMITS COMMERCIAL**21 Lawson Rd SE Base Building & Suite A,B,C****UTILITIES****Water Supply Division****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

- Conducting mechanical and electrical operations

- Performing painting and special coating applications
- Control system configuration and equipment calibrations are in progress
- New filters and chemical equipment are being placed in service
- Installing laboratory furniture

WTP Expansion Project Status

Dollar value complete 97.5% Time Elapsed 128%

The contractor continues to be approximately 185 days behind schedule.

Water Pollution Control Division

High Performance Organization (HPO) Implementation Status

In order to begin the transition to more modern business practices, regular monthly meetings of all Water Pollution Control Division (WPCD) staff have been held since the April 3-5, 2001 senior staff training by the Commonwealth Center for High Performance Organizations, Inc. on *Building High-Performance Organizations in the Twenty-First Century*. The following preliminary results have been observed to date:

- Virtually all employees are excited about the opportunities possible with a more open and supportive organization, which empowers all employees to perform their duties in a more efficient and rewarding manner.
- Following an initial briefing regarding what HPO is all about, we developed a matrix of our core “micro-businesses”, services provided, direct and indirect customers, partners, and stakeholders, and process issues, potential process problems and potential barriers. This exercise allowed all employees to interact on a higher level and to develop a common appreciation of our role within the town government.
- Our next task was to jointly develop a set of “Individual Behavioral Values” and “Operating System Behavioral Values” which we have begun working toward.
- Our most recent task has been to follow the lead of the Finance Department by initiating a series of “Mini-Projects” which will hopefully demonstrate the benefits of HPO theories through tangible results, and assigning 2-5 employees to work as a team on each of these projects. Several of these projects are well underway and early employee feedback is extremely positive.

Although the WPCD staff's activities are bounded by public health and environmental protection regulations, and our flexibility is hampered by the rotating shift nature of our responsibilities, the majority of employees have indicated that they believe this transition will be positive for both the town and themselves.

TOWN OF LEESBURG

Full-Time Positions being Recruited as of July 3, 2001.

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rec'd	Prelim Interview	Final Interv	Offered	Reject
Executive	1	Management Intern	7/1/01	✓	✓	✓	✓	✓	✓
Econ Dev	1	Economic Development Director	5/7/01	✓	✓	on hold			
	1	Administrative Secretary	3/9/01	✓	✓	on hold			
Eng & PW	1	Asst Bldngs Supt	1/24/01	✓	✓	✓			
	1	Engineer I - Spec Proj	1/24/01	✓	✓	✓			
	1	Engineer I – Traffic	1/24/01	✓	✓	✓			
	1	Inspector Supervisor	5/22/01	✓	✓				
Finance	1	Purchasing Clerk	7/1/01	✓	✓	✓			
	1	Management/Budget Analyst	6/25/01	✓	✓				
Parks and Rec	1	Outdoor Facilities Superv	7/1/01	✓	✓	✓	✓	✓	
	1	Adm. Assoc. II	9/01	✓	✓	on hold			
Personnel	1	Human Resources Director	7/1/01	✓					
P&Z	1	Planner	7/1/01	✓	✓				
Police	4	Police Officer	7/1/01	✓	✓	✓	✓	✓ *	
	1	Communications Tech.	6/20/01	✓	✓	✓	✓	✓ **	
Util Lines	2	Util Maint Worker II	7/1/01	✓	✓				
	1	I/I Technician	7/1/01	✓					
Water Treatment	1	Water Treatment Plant Superv.	7/1/01	✓					
*Pending to start 7/30/01 **Pending to start 8/1/01									

TOTAL

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R. S. Noe